

## Introduction and Background

NextGen Policy is a California-based, Black-led, non-profit organization fighting for progressive, justice-centered policies and programs that positively impact all Californians. NextGen Policy's work advances environmental, social, gender, racial, and economic equity through legislative advocacy, grassroots partnerships, strategic communications, and democratic civic engagement. For more information, visit [www.nextgenpolicy.org](http://www.nextgenpolicy.org).

NextGen Policy is seeking proposals from qualified accountants (firms or individuals) to help administer and manage state and federal grant projects. The ideal candidate or firm will have a strong background in accounting, extensive knowledge of and experience with Uniform Guidance for Federal Awards, and a proven ability to ensure compliance and accurate financial reporting.

Interested parties are invited to submit a bid. Small businesses, minority-owned firms, veteran-owned businesses, and women's business enterprises are strongly encouraged to submit.

Preferred location: Sacramento, California

## Scope of Work

### 1. Grant Management:

- Oversee the financial management of federal grants, ensuring compliance with all applicable regulations and guidelines.
- Monitor grant expenditures to ensure they are in line with budgetary constraints and grant terms.
- Work with key program staff to monitor subrecipients and contractors.
- Prepare and submit timely and accurate financial reports to federal agencies.

### 2. Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements related to federal grants.
- Ensure all financial reports are accurate, complete, and submitted on time.
- Assist with the preparation of the annual budget and financial forecasts.

### 3. Compliance:

- Stay current with changes in federal grant regulations and ensure organizational compliance.
- Conduct regular internal audits to ensure adherence to grant requirements.
- Coordinate with external auditors during grant audits and ensure all audit findings are addressed.

### 4. Documentation and Record Keeping:

- Maintain comprehensive and organized records of all grant-related financial transactions.
- Ensure proper documentation of all expenditures and financial activities.
- Develop and maintain policies and procedures related to federal grant accounting.

## 5. Training and Support:

- Provide training and support to staff on federal grant compliance and financial management.
- Serve as a point of contact for internal and external stakeholders regarding federal grant financial matters.

## 6. Analysis and Strategy:

- Analyze financial data related to federal grants and provide insights and recommendations.
- Collaborate with program managers to develop strategic plans for grant funding and resource allocation.

## Proposal Requirements

Applicants should submit a bid that includes the following sections:

- **Company Information:** Provide a brief description of your company, including your experience in providing similar services, company size, and key personnel.
- **Technical Proposal:** Describe your approach to delivering the requested services. Include your methodology, project management processes, timeline, and any technology or tools that will be used. Additionally, please indicate your experience with reporting through HHS's Payment Management System (PMS) and Workforce Integrated Performance System (WIPS).
- **Pricing:** Provide detailed pricing for the project, including all costs associated with delivering the services. Please indicate whether the pricing is firm or if there are any conditions that may lead to changes in cost. Additionally, where applicable, please indicate the measures to be taken to ensure cost efficiency and savings.
- **References:** Provide at least three references from similar projects or clients that you have worked with. Include contact information and a brief description of the work performed.

**Note – By submitting a formal proposal, applicants are confirming that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.**

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications (25/100 points)
2. Pricing and overall value (40/100 points)
3. Approach to scope of work (25/100 points)
4. References and past performance (10/100 points)

## Submission Instructions

All proposals must be submitted electronically to Sandra Lyon, [sandra@eliostrategies.com](mailto:sandra@eliostrategies.com). Proposals will be reviewed on a rolling basis.